

City of Woodstock's ~ Chambers at City Center ~

8534 Main Street, Woodstock, Georgia 30188
770-517-6788 678-445-4351 (Fax)
www.woodstockparksandrec.com

Thank you for your interest in the City of Woodstock's Chambers at City Center!

We hope you will find The Chambers a professional and comfortable atmosphere to accommodate your business needs. If a wedding or banquet is what you are looking for, visit the Magnolia Hall Special Events Facility just around the corner on Arnold Mill Rd.

Enclosed you will find a copy of The Chambers at City Center Rental Policy and Rental Agreement. Please look over the attached information. If you are interested in the facility, please call for availability. When you are ready to book, we can set an appointment with you to go over the details and confirm your reservation. Reservation date will not be considered confirmed without a deposit.

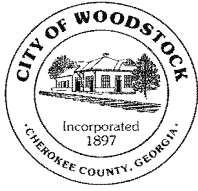
If you have any additional questions, we can be reached at (770) 517-6788, or by e-mail at mstockdale@woodstockga.gov. More information about The Chambers at City Center, The Park and Gazebo at City Center, and Magnolia Hall Special Events Facility, can be found on our website www.woodstockparksandrec.com

We look forward to helping you make your event a success!

Sincerely,

Marybeth Stockdale

Marybeth Stockdale
City of Woodstock
Department of Parks and Recreation



Rental Policy and Fee Schedule for *The Chambers at City Center*

Confirming and Retaining Your Booking

At the time of booking your event, a non-refundable deposit is due which will comprise half of the total facility rental fee. Full, final payment is due two weeks prior to event. No event will go forward without advance payment of all facility fees. If complete payment is not received by two weeks prior to the event, the booking will be considered cancelled and all contractual obligations for the City will be rendered null and void except that all fees received shall be retained by the City as consideration for booking the facility. Sorry, no regularly scheduled, weekend meetings or events available for booking.

Refundable Security and Cleaning Deposit

A minimum Refundable Security Deposit of \$250.00 will be charged on all events. The City of Woodstock reserves the right to raise the refundable security deposit up to a maximum of \$1,500 at the discretion of the Parks and Recreation Director. The security deposit will be refunded 72 hours after completion of the event pending a full inspection of the facility.

A minimum Refundable Cleaning Deposit of \$250.00 will be charged on events having food. Facility must be left clean; failure will result in the loss of the client's cleaning deposit of \$250.00. Trash must be removed from the premises to the dumpster in the parking lot. Tables and floors must be free of trash, liquids, and food items. Any damage to the facility due to neglect will also result in the loss of the security deposit. Cleaning and Security Deposits are not limited to these failures.

The cleaning fee included in your rental, covers the company that comes in to clean the room before and after your event and paper products used. The deposit is to ensure rooms are left clean and picked up.

Catering Policy

The City of Woodstock's Chambers at City Center is a facility open to the public for weddings, banquets, meetings, etc. It can seat up to 100 guests. We do not have a kitchen, sink, water access, refrigerator, or food prep area, so food must come from an outside source. Listed below is the catering policy for the facility.

All food and beverages provided through a catering service are to be contracted through a licensed and approved caterer as defined in the City of Woodstock Parks and Recreation Catering Policy. All food and beverage contracts are between the licensed and approved caterer and the renter. Contracts between the City of Woodstock and the renter are strictly for the use of the facility, and do not imply any commitment, menu, quality assurance, or fees for food and/or beverage.

Caterers must adhere to the following requirements:

- Must have a Business License issued by the City of Woodstock.
- Business must be in the city limits of Woodstock (address must be on city tax roll, not all Woodstock addresses qualify)
- Must have a Cherokee County Environmental Health Department Inspection Score of 80 or better.
- Must have an Alcohol License in order to serve alcohol at The Chambers at City Center.
- Must sign a Release of Claims form prior to use of the facility.
- All caterers must be pre-approved by the City of Woodstock Parks and Recreation Department Director prior to the event.
- \$ 1 million dollar liability insurance policy naming the City of Woodstock on the policy as additional insured.
- Facility must be left clean; failure will result in the loss of the client's cleaning deposit of \$250.00. Trash must be removed from the premises to the dumpster in the parking lot. Tables and floors must be kept free of trash, liquids, and food items. Any damage to the facility due to caterer neglect will also result in the loss of the cleaning deposit and, in some cases, the client's security deposit. Cleaning and Security Deposits are not limited to these failures.

Alcohol Policy

Alcoholic beverages are allowed at The Chambers at City Center events with the following stipulations:

- Events where alcohol is served may (at the discretion of the Parks and Recreation Director) require the presence of one or more police officers. The fee for each officer (if deemed necessary) is \$40.00 per hour.
- All alcoholic beverages are to be purchased through a licensed and approved caterer.
- All alcoholic beverages are to be exclusively served by a licensed and approved catering staff member.
- The City of Woodstock and its licensed and approved caterers reserve the right to refuse alcoholic service to anyone underage, anyone appearing to be underage who does not possess legal identification proving age, or anyone who in the judgment of staff or police appears to be intoxicated.
- All alcoholic beverage service will be ceased one hour prior to the conclusion of the event.

Facility Attendant

The Facility Attendant is provided strictly for set-up, informational, or emergency purposes. They are not Wedding Planners or Coordinators and should not be assumed to be as such. The responsibility of running the event falls solely on the Lessee. The rental fees cover the usage of the facility only.

City of Woodstock's Chambers at City Center

Thank you for choosing The Chambers at City Center for your event.

1. Seating for 100 guests banquet style, or 110 guests theater style for meetings.
2. No dancing allowed due to likely damage to wood flooring.
3. Tables and chairs included.
 - a. Ten - 5ground tables - seat 10 each
 - b. 110 chairs
 - c. One - 4qrectangle table
 - d. Two - 6qrectangle tables
4. No sparklers, confetti, beads, gems, jewels, glitter, or silly string, fake flowers or leaves allowed inside or outside the facility.
5. The following are recommended for your farewell outside:
 - i. Throw Rice (will not harm birds!)
 - ii. Throw Real Rose Petals (no fake petals or leaves allowed)
 - iii. Blow Bubbles
6. Bubbles will not be allowed to be set on the tables, they will be offered at time of farewell, outside only.
7. No aisle runners allowed.
8. No taping, stapling, pinning, nailing, gluing, or adhesives of any kind on facility walls, dais, or floors.
9. No open flamed candles allowed. All candles must be in a container, especially tapers. Dripless candles only.
10. Smoking prohibited inside the building. Cigarette urns outside only.
11. No kitchen, sinks, water access, or food prep area available on site.
12. Linens and decorations for tables are not provided.
13. Audio/Visual equipment available. Available at a rate of \$25.00. Must bring own laptop and adaptor.
14. Understand the parking lot is a Public Parking Lot and is accessible to the general public at all times.
15. Understand building is also used by the Elm Street Cultural Village.
16. Restrooms available, but not handicap accessible. Renovations soon underway.
17. Access to other parts of the building, except the restrooms, is prohibited.
18. No permitted access to the storage room, City use only. No on-site storage available.
19. Parking allowed only in the lot behind the building, do not use neighboring business lots.
20. Cleaning Fee is for the company that comes in before and after your event to clean and the cost of paper products used during your event. The Cleaning Deposit ensures that the room is left clean and picked up.
21. A Facility Attendant will be on site during the event. Attendant is provided strictly for set-up, informational, or emergency purposes.
22. Extra charges for special set ups other that the standard set up.
23. No food or drink on dais. Dais cannot be used as a serving table.
24. Free filtered Wi-Fi may be available, inquire upon booking. Use of City computers prohibited.

Please initial acknowledgment:

Special Room Set Up Choices and Fees

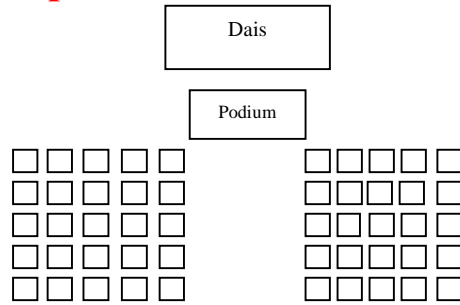
Standard Set –Up - No Extra Set Up Fee + Rental Fees

Theater Style

No Dais Removal

110 chairs

Podium



Banquet Style - \$150.00 Set-Up Fee + Rental Fees

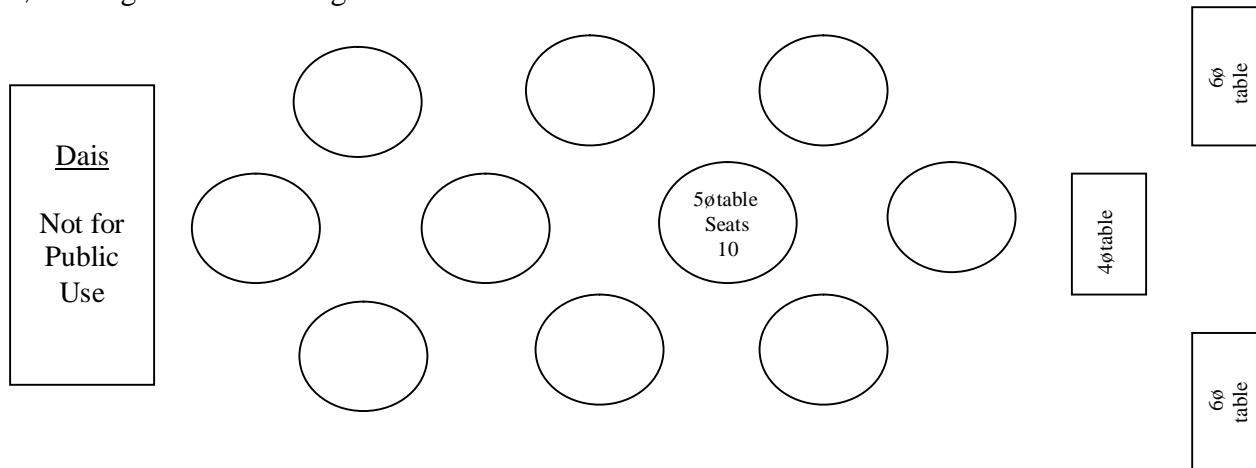
Seating up to 100 guests

10 round tables

100 chairs

Two 6ø rectangular tables for food

4ø rectangular table for sign in or information

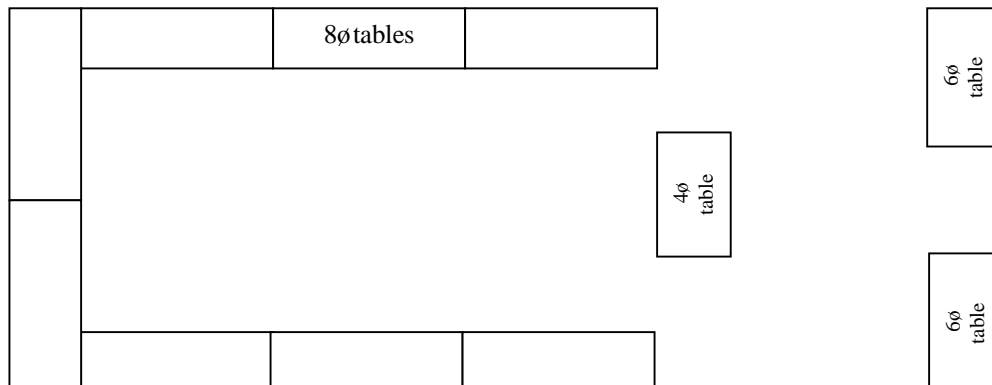


U-Shaped Meeting Set-Up - \$200.00 Set-Up Fee + Rental Fees

Customized Size Depending on Guests

Extra seating area for spectators

4ø or 6ø rectangular table for sign in or information



Rental Fee Schedule

Organizations:

Including, but not limited to:

Non-profit Groups (Civic, Support, Church, Political)
501 (c) 3 Charitable Organizations
Youth Group, Scout, Recreational, Hobby, Sport, etc.
Home Owner Associations
Public Hearings required by City of Woodstock
Groups sanctioned by the Cherokee County School System

Facility services will be restricted to providing a meeting space, tables, chairs, and an on-site Facility Attendant. Facility Attendant is provided strictly for set-up, informational, or emergency purposes. These rates ONLY apply to informational meetings where **NO food** is served and no extra staffing is required.

STANDARD SET UP ONLY.

Eligibility for this classification is solely determined at the discretion of City staff and can be revoked if at any time City staff determines that the classification no longer accurately applies to the renting organization or their activities. Available on a first come, first serve basis.

Monday-Thursday, 8:00 am - 10:00 pm

Hourly Rates: **Standard Set Up Only**

City of Woodstock Non-Profits / Charitable Organizations (not all Woodstock addresses qualify)

Groups 25 or less \$15 / hour, 2 hour minimum

Groups 50 or less \$25 / hour, 2 hour minimum

Groups of 100 or less \$35 / hour, 2 hour minimum

Outside Corporate Limits of Woodstock Non-Profits / Charitable Organizations

Groups 25 or less \$50 / hour, 2 hour minimum

Groups 50 or less \$75 / hour, 2 hour minimum

Groups of 100 or less \$100 / hour, 2 hour minimum

Dinners / Weekend Lunches / Private Party Events

The Chambers at City Center is available for these types of bookings between the hours of 8:00 am and 11:00 pm.

Be sure to add any extra hours in your count that you will need to decorate, set up cake, flowers, etc. Otherwise all **must** be done during the *one hour prior* to the event start. No guests will be allowed in during the set up time.

The Chambers at City Center Rates and Fees:

City of Woodstock Residents (must be on city tax roll, not all Woodstock addresses qualify)

Facility Attendant	\$100
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Cleaning Fee	\$ 200
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Banquet Set Up Fee	\$150
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Dais Removal (Optional) Fee	\$ 50
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Hourly rate	\$100 / hr, hours rented must include one hour set-up by facility staff prior to arrival of any guests, and one hour take-down by facility staff. Four hour minimum (\$400) (4 hour rental, 2 hour event)
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Non- City of Woodstock Residents

Facility Attendant	\$100
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Cleaning Fee	\$ 200
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Banquet Set Up Fee	\$150
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Dais Removal (Optional) Fee	\$ 50
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Hourly rate	\$250 / hr, hours rented must include one hour set-up by facility staff prior to arrival of any guests, and one hour take-down by facility staff. Four hour minimum (\$1,000) (4 hour rental, 2 hour event)
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Weddings

Facility is available for wedding rehearsal dinner rentals any night of the week at the dinner rate.

Facility is available for weddings starting at 8:00 am with all events concluding by 11:00 pm., per staff approval.

Be sure to add any extra hours in your count that you will need to decorate, set up cake, flowers, etc. Otherwise all **must** be done during the *one hour prior* to the event start. No guests will be allowed in during the set up time.

All evening events are to be concluded by 11:00 pm.

The Chambers at City Center Rental Rates and Fees:

City of Woodstock Residents (Address must be on city tax roll, not all Woodstock addresses qualify)

Facility Attendant	\$150
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Cleaning Fee	\$200
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Banquet Set Up Fee	\$150
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Dais Removal (Optional) Fee	\$ 50
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Hourly rate	\$150 / hr, hours rented must include one hour set-up by facility staff prior to arrival of any guests, and one hour take-down by facility staff after event has concluded. Four hour minimum (\$600) (4 hour rental, 2 hour event)
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Non-City of Woodstock Residents

Facility Attendant	\$150
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Cleaning Fee	\$200
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Banquet Set Up Fee	\$150
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Dais Removal (Optional) Fee	\$ 50
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Hourly rate	\$300 / hr, hours rented must include one hour set-up by facility staff prior to arrival of any guests, and one hour take-down by facility staff after event has concluded. Four hour minimum (\$1,200) (4 hour rental, 2 hour event)
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For-Profit, Business / Corporate Usage

The Chambers at City Center is available for these types of bookings between the hours of 8:00 am and 11:00 pm. Any group using the facility in a for-profit capacity must submit a certificate of liability insurance.

The Chambers at City Center Rental Rates and Fees:

City of Woodstock Businesses (Address must be on city tax roll, not all Woodstock addresses qualify)

Facility Attendant	\$100
Cleaning Fee	\$100, if no meals are served \$200, if meals are served
Set Up Fees:	
Standard	No extra charge
Banquet	\$150
U-Shaped	\$200
Dais Removal (Optional) Fee	\$ 50
Hourly rate	\$100 / hr, hours rented must include one hour set-up by facility staff prior to arrival of any guests, and one hour take-down by facility staff after event has concluded. Four hour minimum (\$400) (4 hour rental, 2 hour event)

Outside of Corporate Limits of the City of Woodstock Businesses

Facility Attendant	\$100
Cleaning Fee	\$100, if no meals are served \$200, if meals are served
Set Up Fees:	
Standard	No extra charge
Banquet	\$150
U-Shaped	\$200
Dais Removal (Optional) Fee	\$ 50
Hourly rate	\$300 / hr, hours rented must include one hour set-up by facility staff prior to arrival of any guests, and one hour take-down by facility staff after event has concluded. Four hour minimum (\$1,200) (4 hour rental, 2 hour event)

CITY OF WOODSTOCK, GEORGIA

Rental Agreement for City of Woodstock's Chambers at City Center

- 1) This agreement (the "Agreement") is in respect to The City of Woodstock's Chambers at City Center located at 8534 Main Street, Woodstock, Georgia 30188. This Agreement consists of this Rental Agreement, the Rental Fees exhibit attached hereto as Exhibit "A" and The Event Particulars exhibit attached hereto as Exhibit "B" both of which Exhibits are incorporated herein by the reference.
- 2) The building shall be maintained with care, and clean-up shall be completed before exiting/leaving the building. No supplies of The Chambers at City Center may be used by the lessee.
- 3) The lessee shall be held responsible for the full amount of the cost of repairs should any damages incur during the rental event.
- 4) The City of Woodstock's Chambers at City Center shall not be sublet by the lessee to any other party. Failure to abide by this or any agreement stated in this document will result in breach of contract and termination of the rental agreement effective immediately.
- 5) No smoking, use of any tobacco product, illegal pharmaceuticals, firearms, weapons of any kind are allowed inside of The City of Woodstock's Chambers at City Center. Alcohol may only be served and consumed in compliance with the attached Terms of Rental Agreement.
- 6) In case of an emergency, call 911 immediately.
- 7) The City reserves the right to terminate this agreement or cancel the rental of this facility for public safety, health or for any reason without prior notice.
- 8) Indemnification and Allocation of Risk: Lessee agrees to be responsible for and pay, indemnify and hold harmless the City, its officers, agents and employees against any and all loss, cost or expenses, including reasonable attorneys' fees, resulting from any claim or legal action of any nature whatsoever, whether or not reduced to a judgment, for any liability of any nature whatsoever that may arise against the City in connection with the use or in connection with any of the rights or privileges granted by the City to Lessee in this Agreement, including, without limitation, any patent, trademark, franchise, copyright, libel or defamation claim or suit and any claim or suit based upon Lessee's or Lessee's agents, servants', employees' or invitees' intentional or negligent acts or omissions. Lessee further warrants that all copyrighted materials to be performed during the Event have been duly licensed or authorized by their copyrights owners and Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance and, in addition to any provisions contained elsewhere in this Agreement, to indemnify and hold the City harmless from any and all claims, losses and expenses incurred with regard thereto.
- 9) Event Requirements: Without the prior approval of the City, Lessee shall not bring onto the Premises any material substance, equipment or object which may endanger the life of, or may cause bodily injury to any person on the premises or which may constitute a hazard to property thereon as reasonably determined by the City. The City reserves the right, in the City's sole and complete discretion, to refuse to allow any such material, substance, equipment or object to be brought on the Premises and the further right to require its immediate removal there from. Lessee shall provide the City at least ten (10) days prior to the rental event a comprehensive list of all event requirements, including stage, hall, table, and chair requirements and any other information as may be required by the City concerning the Event.

10) Control of Facility and Right to Enter: In permitting the use of the Premises, the City does not relinquish the right to enforce all necessary and proper rules and laws for the management and operation of the Premises and the safety of the Citizens. Duly authorized representatives of the City may enter the Premises at any time and on any occasion without restriction, for the enforcement of any such rules and laws. The City reserves the right to remove or cause to be ejected from the Premises any person engaging in dangerous, unsafe or illegal conduct and neither the City nor its agents, officers or employees shall be liable to Lessee for any damages that may be incurred by Lessee as a result of the exercise by the City of such right. The City reserves and maintains the absolute right to stop or prevent the Event and evacuate the premises, where in the City's sole and exclusive discretion such action is required for public safety, without any liability on the part of the City. Doors to the premises shall be opened for such Event at such times in the manner prescribed by the City.

11) Agreement to Quit Premises: Lessee agrees to quit the Premises at the end of the term of this Agreement and issue the Premises and any other City property in the same condition as the commencement of the Event, ordinary wear and tear excepted. In the event that the premises are not vacated by Lessee when herein specified at the end of the term, then Lessor is hereby authorized to remove from said Premises, at the expense of Lessee, all goods, wares, merchandise and property of any and all kinds and description placed therein by the Lessee and which may be then occupying the same, and Lessor shall not be liable for any damages or loss to such goods, wares, merchandise, or other property which may be sustained either by reason of such removal or of the place to which it may be removed, and the Lessor is hereby expressly released from any and all such claims for damages of whatsoever kind or nature. Any equipment or effects of the Lessee remaining on the leased premises or having been removed to other premises as provided herein, for more than ten (10) days after the expiration of the lease shall be deemed abandoned and disposed of by the City in accordance with law. The foregoing provisions notwithstanding, the Lessee assumes all risk of damage to and loss by a theft or otherwise of any of said articles and/or monies found and of the fixtures, appliances or other property of the Lessee or Lessee's exhibitors, contestants, invitees and those contracting with Lessee, as well as employees thereof, and Lessor is hereby expressly released and discharged from any and all liability for such loss. Lessee shall remove all of its materials from the premises at the termination time of this Agreement. The City Manager may remove at the expense of Lessee all materials remaining on the Premises at the termination time of this Agreement. Lessee shall be responsible for payment of storage costs for such material and the City in no way be responsible for and Lessee agrees to hold the City harmless for loss, damage or claims with respect to material removed or stored under the terms of this Agreement.

12) Assignment: Lessee shall not assign or transfer any right of interest under this Agreement, including, without limitation, the right to receive any payment, without the City's prior written approval of satisfactory evidence of such assignment and Lessee agrees that such assignment without prior written approval of the City shall be null and void.

I (representative) _____ agree to the terms of this contract and the attached Rental Policy and Fee Schedule, and will instruct members of my organization and/or guests to abide by the terms of this agreement.

As signed this _____ day of _____, 2013.

Applicant

Witness, City of Woodstock Representative

Organization Tax ID # _____ (if applicable)

Exhibit "A"

RENTAL FEES for The Chambers at City Center: Rental fees are determined by the Director of Parks and Recreation or his/her designee in compliance with the attached Terms of Rental Agreement and in consultation with the lessee to make certain that the terms meet the time and facility needs for the event.

Half of total fees charged are due at time of confirming a reservation date. All remaining fees will be due two weeks prior to the rental event date. If the balance is not received by two weeks prior to the event, the booking will be considered cancelled and all contractual obligations for the City will be rendered null and void except that all fees received shall be retained by the City as consideration for booking the facility. Deposits and Fees are Non-Refundable.

Event Name _____

Date to be Reserved _____

Time Meeting/Event **Set-up** Starts: _____ am/pm (Set this time for deliveries, room will **not** be open prior to this time)

Guests arrive at: _____ am/pm

Time Meeting/Event **Take-down** Ends: _____ am/pm

Guests depart at: _____ am/pm

of Hours facility is to be rented _____ @ \$ _____ per hour: \$ _____

Security Deposit \$ _____ Received _____ Ck# _____
Returned _____

Cleaning Deposit \$ _____ Received _____ Ck# _____
Returned _____

Facility Attendant: \$ _____

Cleaning Fee: \$ _____

Set-Up Fee: \$ _____

Dais Removal Fee: \$ _____

Total Fees Charged: \$ _____

Police Officer Details

* Events where alcohol is served **may** (at the discretion of the Parks and Recreation Director) require the presence of one or more City of Woodstock police officers. The fee for **each** officer (if deemed necessary) is \$40.00 per **hour**. Police Officer fees are due two weeks before event.

Alcohol Served: Yes or No

Police Officer Required: Yes or No

\$ _____ per hour x # _____ of event hours = \$ _____ **Total Officer Fees.**

Officer's Scheduled Time: _____ am/pm to _____ am/pm. Ck# _____

Exhibit "B"

EVENT PARTICULARS: The Chambers at City Center

Describe Type of Meeting/Event: _____

Date of Event _____

How many participants do you expect? _____

Applicant's Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Day Phone: _____ Evening Phone: _____

Emergency Contact _____ Phone: _____

Payment Record

Total Fee Charged \$ _____ \$ _____ Deposit Required (50%)

Deposit paid on _____ day of _____, 2013 Ck/CC # _____/Money Order

Balance of: \$ _____ Due on: _____
(Two weeks prior to event)

Final Rental Fee Paid: \$ _____ Check # _____/Money Order Date: _____

Received by: _____ Deposited w/City Hall on: _____